



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

MEMORANDUM

TO: ELL Coordinators
CC: ESL Teachers, Principals, Superintendents, Title I, Curriculum Coordinators
FROM: Jim McCobb, Title III (English Language Acquisition) Coordinator
SUBJECT: 2009 ACCESS for ELLs® Student Verification
DATE: January 9, 2009

ACCESS for ELLs®, Vermont's annual English language proficiency assessment, will be administered to all English Language Learners (ELLs) enrolled in K-12 schools throughout the state during the test window from Monday, March 2, 2009 – Friday, April 17, 2009. Every district/supervisory union is responsible for ensuring that the task and timelines for the annual English language proficiency *state assessment* are handled in as efficient and timely a manner as possible.

Enclosed in the mailings to ELL Coordinators (only) are the 2009 ELL Student Verification forms for each district/supervisory union. The forms should be distributed to the ELL teachers who will fill them out. **All forms must be completed and returned by Friday, January 23, 2009 at the latest.** District/supervisory union(s) should compile the forms and fax to Jim McCobb at **828-6563**. Districts with many forms may choose to send or deliver hard copies to: Jim McCobb, Vermont Department of Education, 120 State Street, Montpelier, VT 05620-2501. For questions, call Jim at (802) 828-0185.

In order to download the related packet of information necessary to complete the forms, you will need to go to http://education.vermont.gov/new/html/pgm_esl.html#packet. On this page you can find the following items:

- **Chart: Important 2009 ACCESS for ELLs® Tasks & Timelines**
- **INSTRUCTIONS FOR 2009 ACCESS for ELLs® STUDENT VERIFICATION**
- **Blank Copy of 2009 ACCESS for ELLs® STUDENT VERIFICATION** – (Duplicate and use for schools with no previously enrolled ELL students.)
- **Draft Flowchart:** A Process for Using ACCESS for ELLs® to Determine ESL Service Status & Participation in 2009 Testing
- **Tier Selection Guidelines**

Important 2009 ACCESS for ELLs® Dates for Vermont

This chart provides a quick reference to ACCESS for ELLs® tasks and timelines.

Task	Start Date	End Date
Task #1: Districts complete 2009 ELL Verification Forms (Student Demographic Data & Test Orders)	Week of 01/12/09	01/23/09 (DEADLINE)
Districts identify licensed ELL Teachers to administer the test and ensure that Test Administrators complete training	January 2009	January-February 2009
State compiles and sends Test Orders & Pre-ID Label Information from districts to MetriTech	01/26/09	01/30/09
Districts Receive Test Materials from MetriTech	-	02/23/09
ACCESS for ELLs® Test Window	03/02/09	04/17/09
Districts order Additional Materials from VT DOE	Before or during test window	Same
Districts Ship Completed Materials directly to MetriTech	-	04/24/09
Reports Shipped to State*	06/24/09	06/29/09*
Correction Window**	06/29/09	10/01/09**

* Subject to change depending on when all test booklets are received by MetriTech.

** Correction Window has been extended due to receipt of test results after close of schools in VT.

Instructions for 2009 ACCESS for ELLs® Student Verification

The information on the 2009 ACCESS for ELLs® 2009 Student Verification is used to order test booklets and create test booklet Pre-ID Labels. We greatly appreciate your cooperation in disseminating these forms to the appropriate people in your schools, and making sure that the information is complete, accurate, and returned on time.

If you don't receive information for any student who needs to be tested, it means one of two things: (1) the VT DOE is not aware of the student or; (2) VT DOE records indicate that the student is still enrolled at a different school. Please add missing students to a copy of a [BLANK FORM](#) for these students. For students who are newly enrolled in a Vermont School, you must also send a completed Primary/Home Language Survey (http://education.vermont.gov/new/html/pgm_esl.html#survey).

The 2009 ACCESS for ELLs® VERIFICATION FORMS require the following information:

1. Student Demographic Data. This data is used to print Pre-ID labels for the students' test booklets. Therefore, it is important to review the forms carefully and correct or add any missing information under each heading, i.e., grade, name, gender, and date of birth.

Place of Birth and Language Other Than English: If there is no information for Place of Birth or Language other than English, it's most likely because the VT DOE does not have a Primary/Home Language Survey (or one with missing information) for this student. If you believe one has been sent, please contact Lucille Chicoine at 828-5922 and she can verify. Otherwise, please fax missing Primary/Home Language Surveys along with your district/supervisory union's 2009 ACCESS for ELLs® Student Verification forms. For a blank copy of the survey, go to: http://education.vermont.gov/new/html/pgm_esl.html#survey)

US Entry Date: If the student was born and/or has always resided in the US, this field should be left blank.

Date First Enrolled in Kindergarten or higher in any US School: This is used for NCLB accountability and should reflect the date the child started K or higher (NOT Pre-K).

2. Tier Placement Information for the ACCESS test. This field is used for schools to report the ACCESS for ELLs® Tiers for all students to be tested. The ELL Teacher determines which Tier of the ACCESS for ELLs® is most appropriate for each student in your schools. This information may also be accessed in [TIER PLACEMENT GUIDELINES](#).

3. Reason Why Students Will Not Take 2009 Assessment: This field provides an opportunity to indicate that a student has exited ELL services, transferred, graduated, dropped out, etc. See complete list of coded reasons on the form. Use the [DRAFT FLOW CHART](#) to help in determining who needs to take the test in 2009. If you have a question about the appropriateness of testing, or whether or not a student should be exited from ELL services, please contact Jim McCobb.



<i>Date First Enrolled in K or Higher In any US School</i>	<i>2008 ACCESS Tier/ Composite Proficiency Level</i>	REQUIRED: 2009 ACCESS Tier or Reason Why Students will not take the ACCESS for ELLs™ (see list below)
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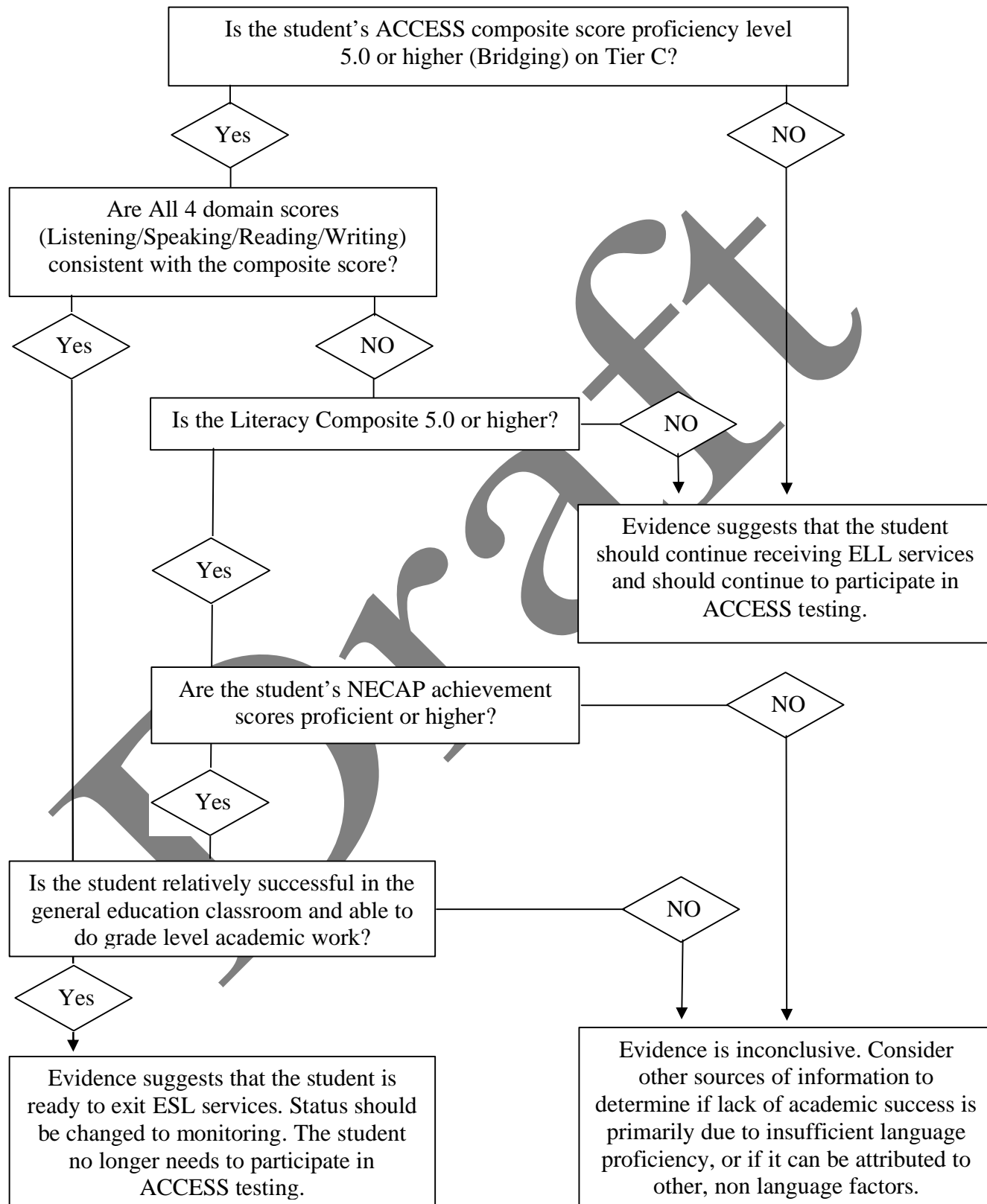
Please fax a primary/home language survey for each additional student

Verified by: _____

Print Name Signature Phone #

LE - LEP Exited - student is not currently receiving ELL services, but did at one time
LN - LEP Never - student has never received ELL services
ES - Enrollment Suspended (or Student Expulsion) - for entire testing window (resulting in student being unavailable to take complete assessment)
ED - Enrollment Dropped - student dropped out or quit
EP - Enrollment Private - student is Privately Funded (student's tuition paid completely by parent or other private party)
EG - Enrollment Graduated - graduated from high school
EH - Enrollment Home - student has entered home schooling
EA - Enrollment Adult - adult student receiving services
PK - Enrollment Pre-Kindergarten or Early Essential Education
TD - Transferred - in district (*please provide new school name)
TO - Transferred - out of district (*please provide new district name)
TS - Transferred - out of state or country (*please provide new state or country name)

A Process for Using ACCESS for ELLs® **to Determine ELL Service Status & Participation in 2009 Testing**





Criteria for Tier Placement for the ACCESS for ELLs® English Language Proficiency Test

ACCESS for ELLs® uses Tiers (A, B, or C) to maximize accuracy and validity of the results for English language learners in grades 1 through 12. Students in Kindergarten all take the K Tier. For placement into the appropriate Tier, English language learners must meet at least **ONE** of the criteria listed for the Tier.

English Language Proficiency Levels					
Level 1 Entering	Level 2 Beginning	Level 3 Developing	Level 4 Expanding	Level 5 Bridging	Level 6 Attained
ACCESS for ELLs®: TIER A					
		ACCESS for ELLs®: TIER B			
			ACCESS for ELLs®: TIER C		
TIER A is most appropriate for English language learners who: <ul style="list-style-type: none">• <i>have arrived in the U.S. or entered school in the U.S. this academic school year without previous instruction in English, OR</i>• <i>currently receive literacy instruction ONLY in their native language, OR</i>• <i>have recently tested at the lowest level of English language proficiency.</i>					
		TIER B is most appropriate for English language learners who: <ul style="list-style-type: none">•<i>have social language proficiency and some, but not extensive, academic language proficiency in English, OR</i>•<i>have acquired some literacy in English, though have not yet reached grade level literacy.</i>		MOST ENGLISH LANGUAGE LEARNERS FALL INTO TIER B.	
			TIER C is most appropriate for English language learners who: <ul style="list-style-type: none">• <i>are approaching grade level in literacy and academic language proficiency in the core content areas in English, OR</i>• <i>will likely meet the state’s exit criteria for support services by the end of the academic year.</i>		

More Information for Tier Selection for Spring 2009*

** When deciding on a tier, remember to also consider how much the student's proficiency has grown since the time the last test was given. Ultimately, the ELL teacher's knowledge and experience with the student is what counts.*

For students who took Tier A Test in Spring 2008 -

Composite Proficiency Level Score was...	Recommended Tier in Spring 2009:
1-1.9	Tier A
2-2.4	Tier A or B (Teacher's Judgement)
2.5-2.9	Tier B
3.0-3.4	Tier B
3.5-3.9	Tier B
4.0-4.4	Tier B
4.5-4.9	Tier B or C (Teacher's Judgement)
5.0-5.9	Tier C (if student has not been exited from ESL)
6.0 or higher	Tier C (if student has not been exited from ESL)

For students who took Tier B Test in Spring 2008 -

Composite Proficiency Level Score was...	Recommended Tier in Spring 2009:
1-1.9	Tier A
2-2.4	Tier A or B (Teacher's Judgement)
2.5-2.9	Tier B
3.0-3.4	Tier B
3.5-3.9	Tier B
4.0-4.4	Tier B or C (Teacher's Judgement)
4.5-4.9	Tier C
5.0-5.9	Tier C (if student has not been exited from ESL)
6.0 or higher	Tier C (if student has not been exited from ESL)

For students who took Tier C Test in Spring 2008 -

Composite Proficiency Level Score was...	Recommended Tier in Spring 2009:
1-1.9	Tier A or B (Teacher's Judgement)
2-2.4	Tier B
2.5-2.9	Tier B
3.0-3.4	Tier B or C (Teacher's Judgement)
3.5-3.9	Tier C
4.0-4.4	Tier C
4.5-4.9	Tier C
5.0-5.9	Tier C (if student has not been exited from ESL)
6.0 or higher	Tier C (if student has not been exited from ESL)

SPECIAL CONSIDERATIONS FOR STUDENTS IN PRIMARY GRADES AND KINDERGARTEN:

For students who took the Kindergarten Test in Spring 2008 – The early grades pose particular problems in score interpretation as even native English speaking students have not mastered the academic English needed to perform in the higher grades.

The maximum overall English language proficiency level that a student taking the Kindergarten form of **ACCESS for ELLs®** in Spring 2008 could receive was 3.7. [For more in-depth discussion of this topic, please see [**ACCESS for ELLs® Interpretive Guide for Score Reports \(Spring 2008\), p. 8, Kindergarten Scores – 2008.**](#)] Therefore, schools will need to factor in teacher judgement in deciding on a tier for students taking the Grade 1 test in 2009.

Since the early grades are an especially critical period for ELLs, WIDA recommends retesting ALL students who were tested in K again in 2009, including those who scored at the top of the current scale on the K test. Careful monitoring into grades 1, 2, and 3 is essential.

For students who took Kindergarten Test in Spring 2008 -

Composite Proficiency Level Score on 2007 Kindergarten Test	Recommended Tier Placements for First Graders in Spring 2009
1.0-1.9	Tier A
2.0-2.4	Tier A or B (Teacher's Judgement)
2.5-2.9	Tier B
3.0-3.4	Tier B
3.5-3.7	Tier B or C (Teacher's Judgement)